Crisis Counseling Assistance and Training Program (CCP)
CCP Evaluation Database Instructions (version 1.6)

The CCP Evaluation Database is a Microsoft Access database used to compile CCP data collected with the data forms included in the *Evaluating and Monitoring the Reach, Quality, and Consistency of Crisis Counseling Programs Manual and Toolkit* (Evaluation Manual). Detailed instructions on the evaluation process and the use of the forms is included in the Evaluation Manual. These instructions focus on the use of the database and assume a basic understanding of Microsoft Access.

Improvements/Corrections in Version 1.6

Version 1.6 corrects several errors in the Reports section of the previous version of the database (1.5). If you have already been using version 1.5, you will need to transfer (export) the data tables from version 1.5 into the new version 1.6 in order for all the reports to work properly. It is very important that you transition to the new version 1.6 prior to submitting any data reports, as several reports in version 1.5 are not calculating totals correctly.

Specifications/Requirements for Use

The database is designed using the Microsoft Access 2000 application. It requires Microsoft Access version 2000 or higher to function.

The database contains macros (small executable programs) that allow it to function. These macros cause most virus protection systems/firewalls to put up a warning message prior to allowing the user to open the program (e.g., "This file may not be safe…"). Rest assured that the database was scanned using virus detection software prior to being shipped and found to be free of viruses. If you get these warnings, you will need to respond in the affirmative (e.g., "open," "yes," or "enable macros") in order to be able to use the database.

Copying the Database from the Disc

If you received the database on a CD-ROM**, it must be copied to your computer prior to use.**

1. Insert the CD-ROM into your CD- ROM drive.
2. Open My Computer. Click the CD- ROM drive to view the contents of the CD- ROM.
3. Select, but do **not** open, the database by clicking once.
4. Select Edit, then Copy to Folder.
5. When the popup box appears, select the folder location you wish to copy the database to. This will typically be your hard drive (often C: drive).
6. Click Copy. This should successfully copy the database to the new location.
7. Remove the CD- ROM. Use the database you saved to your hard drive to enter data.

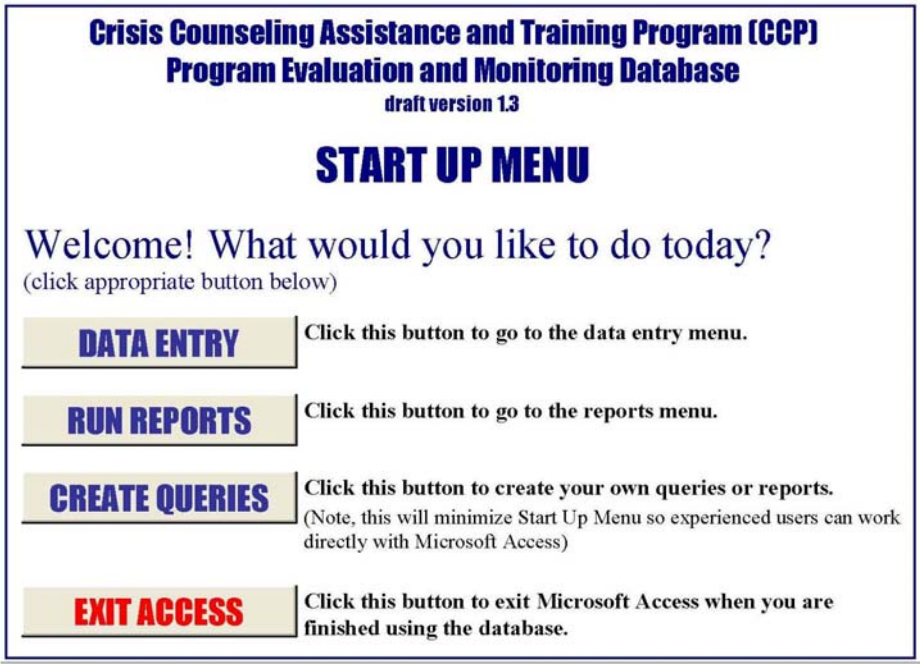
Downloading the Database from the Website

If you are downloading from a website, please follow the instructions provided on the download website.

Opening the Database

Once the database file is saved on your computer, do the following to open it:

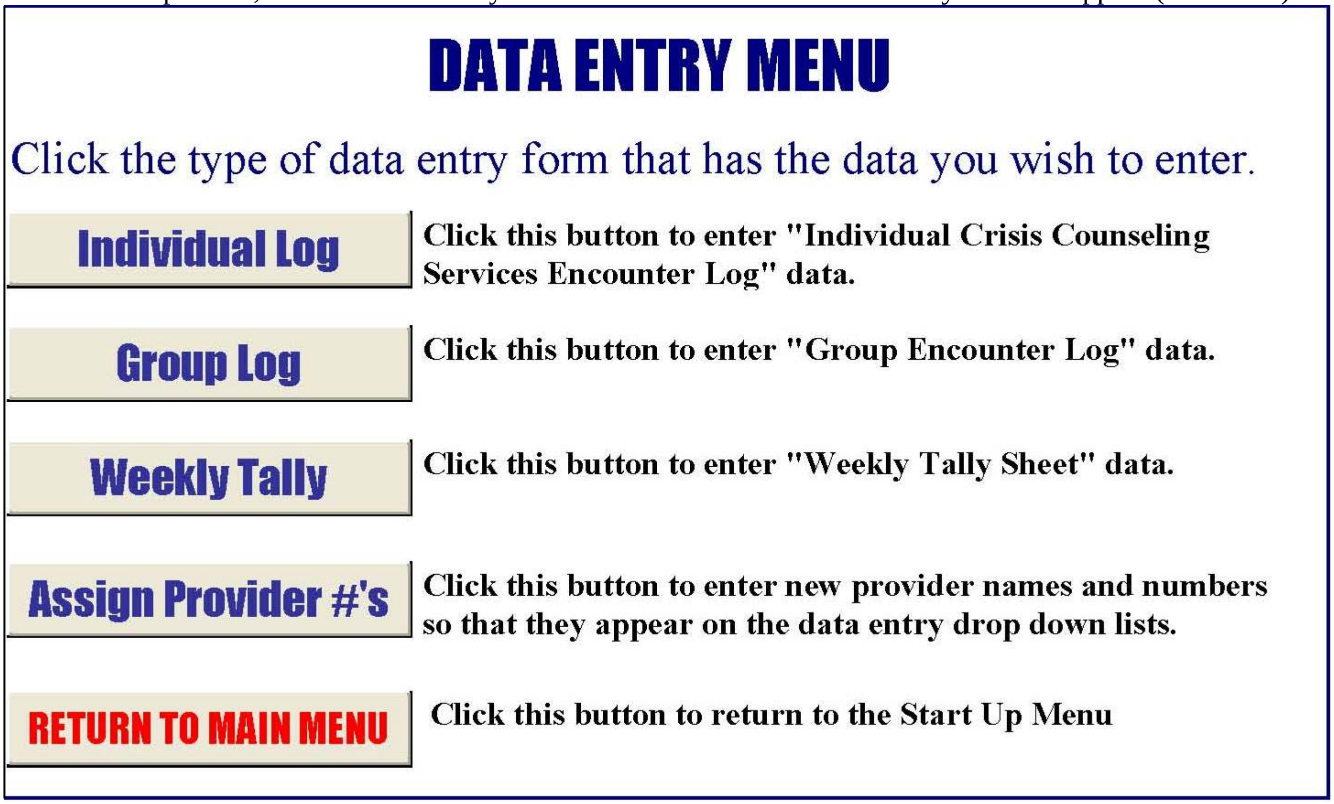
1. Double click the database to open it. Respond in the affirmative if you receive warning messages as described in *Specifications/Requirements for Use* above.
2. It may take a moment, but the database should open to the Start Up Menu (see below).



The Start Up Menu allows the user to carry out the main tasks associated with the database by clicking the corresponding button.

- The Data Entry button brings the user to the Data Entry Menu to enter data from the CCP data collection forms/logs.
- The Run Reports button brings the user to the Reports Menu to run the reports required for the quarterly or final program reports.
- The Create Queries button allows the experienced Microsoft Access user to create his or her own queries or reports. Clicking this button will minimize the Start Up Menu to allow the user to work with the standard Microsoft Access interface.
- The Exit Access button closes down the entire database when the user is finished using it.

The Data Entry Menu
In the Start Up Menu, click the Data Entry button. This will cause the Data Entry Menu to appear (see below).



Getting Started with Data Entry (Assign Provider #'s)
Before using the database for data entry, you will need to assign provider numbers. In order for the database to work properly, each provider in the CCP will need to have a five digit number assigned to it.

1. Click the Assign Provider #'s button. This opens the Provider Name and Number database.
2. Note that there is a sample provider name and number listed, "00001, Provider One". This is just to demonstrate the correct format for the number (5 characters).
3. Type in each provider number and name. Type over the sample (00001, Provider One) with an actual provider number and name from your program.
4. You are required to enter a 5 character "number" for each provider.
5. You are not required to use the 00001, 00002, 00003…format. However, you might consider using this format as the database reports sort by provider number. So the reports will print out in the order that you assigned the numbers (i.e., 00001, then 00002, etc).

Individual Log
The Individual Log data entry form mirrors the Individual Log hardcopy form used by the crisis counselors to collect data on individual contacts lasting longer than 15 minutes. Refer to the Evaluation Manual for detailed instruction in the use of the form. To use the Individual Log data entry form:

1. Click the Individual Log button.
2. The form will open on a new record.
3. Begin data entry. In general, all necessary instructions appear on the form. Please note:
   - Where there is a drop down box, always select an item from the list.
   - Where there is a small text box, you will be asked to enter 1 (one) for Yes/Checkmark, 0 (zero) for No/Unchecked. The default is 0, so if the answer is No/Unchecked you may leave it blank.
4. You may use the Tab key on your keyboard to move to the next field during data entry.
5. When you finish entering an Individual Log, either hit the Tab key to go to a new record, or use the navigation (arrow) button at the bottom left of the screen.

6. You may also use the arrow buttons at the bottom left of the screen to move backward and forward between records.
7. When you are done working with the form, close the form by choosing File, then Close. This will bring you back to the previous menu.

Group Log

The Group Encounter Log data entry form mirrors the Group Encounter Log hardcopy form used by the crisis counselors to collect data on support and public education groups. Refer to the Evaluation Manual for detailed instruction in the use of the form. To use the Group Encounter Log data entry form:

1. Click the Group Log button.
2. The form will open on a new record.
3. Begin data entry. In general, all necessary instructions appear on the form. Please note:
    - Where there is a drop down box, always select an item from the list.
    - Where there is a small text box, you will be asked to enter 1 (one) for Yes/Checkmark, 0 (zero) for No/Unchecked. The default is 0, so if the answer is No/Unchecked you may leave it blank.
4. You may use the Tab key on your keyboard to move to the next field during data entry.
5. When you finish entering a Group Encounter Log, either hit the Tab key to go to a new record, or use the navigation (arrow) button at the bottom left of the screen.
6. You may also use the arrow buttons at the bottom left of the screen to move backward and forward between records.
7. When you are done working with the form, close the form by choosing File, then Close. This will bring you back to the previous menu.

Weekly Tally

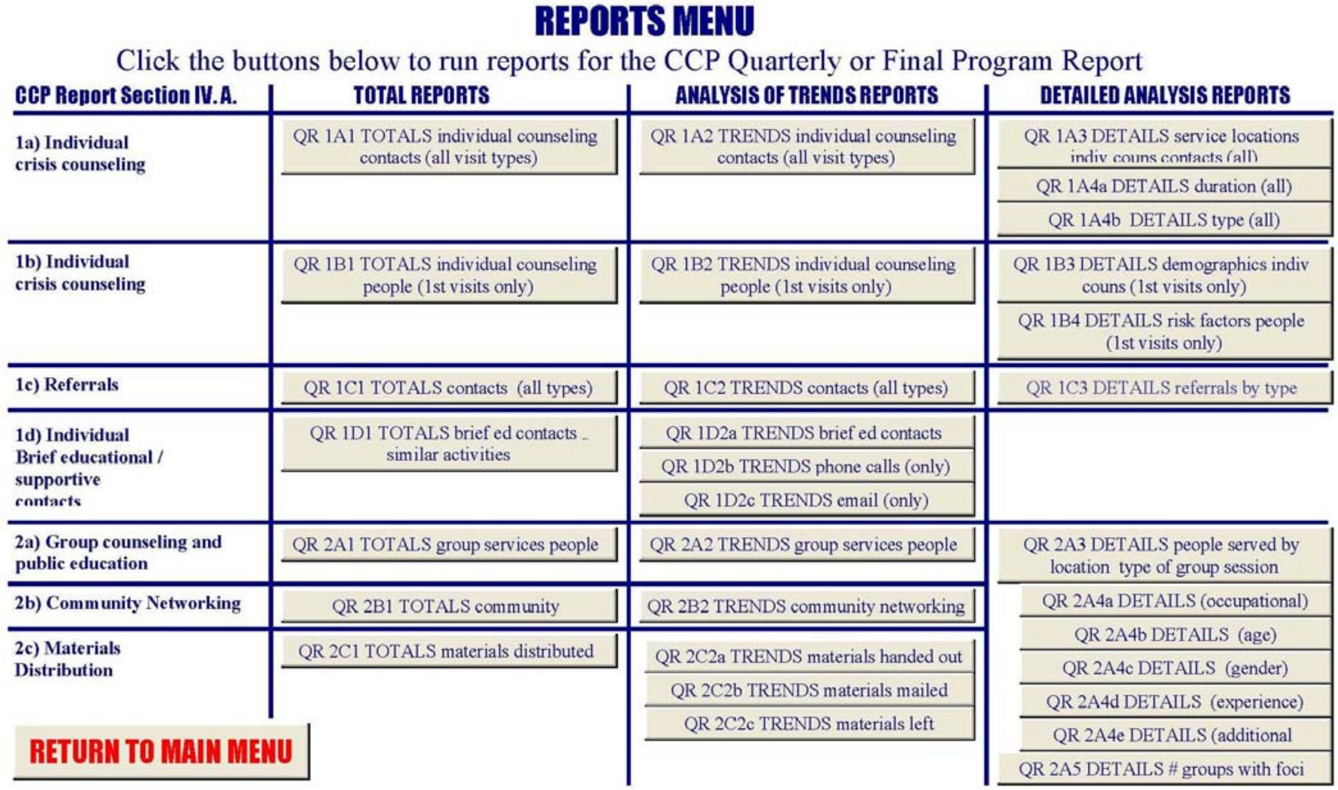
The Weekly Tally data entry form mirrors the Weekly Tally hardcopy form used by the crisis counselors to collect data not otherwise collected on the individual or group logs. This data includes indicators such as phone contacts and materials distributed. Refer to the Evaluation Manual for detailed instruction in the use of the form. To use the Weekly Tally data entry form:

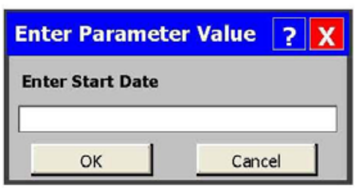
1. Click the Weekly Tally button.
2. The form will open on a new record.
3. Begin data entry. In general, all necessary instructions appear on the form. Please note:
    - Where there is a drop down box, always select an item from the list.
    - Where there is a small text box, you will be asked to enter 1 (one) for Yes/Checkmark, 0 (zero) for No/Unchecked. The default is 0, so if the answer is No/Unchecked you may leave it blank.
4. You may use the Tab key on your keyboard to move to the next field during data entry.
5. When you finish entering a Weekly Tally, either hit the Tab key to go to a new record, or use the navigation (arrow) button at the bottom left of the screen.
6. You may also use the arrow buttons at the bottom left of the screen to move backward and forward between records.
7. When you are done working with the form, close the form by choosing File, then Close. This will bring you back to the previous menu.

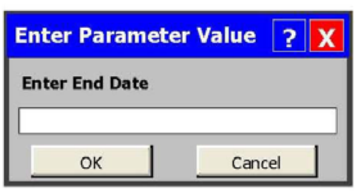
Return to Main Menu

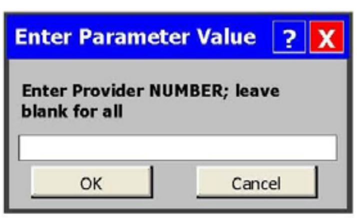
Clicking the Return to Main Menu button will bring you back to the Start Up Menu.

Run Reports (Reports Menu)
In the Start Up Menu, click the Run Reports button. This will cause the Reports Menu to appear (see below).









The Reports Menu (above) lists every data report required for the CCP quarterly or final program report. Please note:

- Clicking each button will open the report in Print Preview view.
- Each report will ask you to enter the following information (see pictures at left):
  - "Enter the Start Date"—enter the start date of the period you wish the report on.
  - "Enter the End Date" —enter the end date of the period you wish the report on.
  - "Enter Provider NUMBER, leave blank for all"—if you wish the report to be on a particular provider, enter that provider's five-digit number. If you want the report to be on all providers and include totals, just leave the field blank and hit the Enter key.
  - A few reports ask you to select additional information. Follow the on-screen instructions.
  - Of course, the reports will not run correctly until you enter data using the data entry forms. The database is sent to you empty.

- After you run the report, you may:
  - Choose File, then Print to print the report.
  - Choose File, then Export to export the report data to another program. You may export the report to Microsoft Excel for more detailed analysis or charting, or to a Rich Text Format file to allow the report to be shared via e-mail or used in a Microsoft Word document.

Technical Assistance

Contact the Substance Abuse and Mental Health Services Administration (SAMHSA) Disaster Technical Assistance Center (DTAC) for technical assistance. SAMHSA DTAC can provide basic technical assistance and support concerning use of the database and evaluation issues, but may refer complex questions to the SAMHSA CCP evaluator (Dr. Fran Norris of the National Center for Post-Traumatic Stress Disorder) or to SAMHSA Project Officers.

SAMHSA DTAC
1-800-308-3515
dtac@esi-dc.com
www.mentalhealth.samhsa.gov/dtac
Available 9 a.m. to 5 p.m. Eastern Time, Monday through Friday.

Using the Database with Teleform Scanning Software

Many CCPs will use the database for manual data entry. However, if your program is a large CCP that is using teleforms with scanners to collect data, you may need to synchronize the teleform fields to the Microsoft Access database fields. This is done using the software that was included with your teleform system.

Customizing the Database

- Experienced Microsoft Access users are encouraged to create their own queries and reports.
- Please do create your own **new** queries and reports. But do **not** modify the design of the existing tables, forms, queries, reports, or macros, as this may cause the database to malfunction.
- Some users may wish to produce special reports, such as county-based or regional reports, by using county codes and zip codes. Contact SAMHSA DTAC for technical assistance.